

Blackboard MyConnect



SIGNING UP FOR MYCONNECT

Welcome to Blackboard MyConnect, your online tool for subscribing to messages that matter to you most. Provided below are instructions on how to register for our MyConnect site and subscribe to messages and notifications.

Getting Started

Visit our MyConnect Site and click **Sign Me Up!** You'll be asked to provide your first and last name, an email address, and a password for your new account.

Once you've provided the information, you will receive a confirmation message to the email you've provided. Use the hyperlink provided in the email you receive to confirm your email address and log into your account.

The image shows two overlapping screenshots of the Blackboard MyConnect registration process. The top screenshot is the registration form with fields for 'Your First Name', 'Your Last Name', 'Your Email', 'Choose a Password', and 'Confirm Password'. Below these fields is a checkbox for 'I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on...'. The bottom screenshot is the 'Answer Security Questions' page, which states 'If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.' It contains three security questions with pull-down menus: 'What was the name of your first pet?' (with 'Fido' entered), 'What is the name of the first school you attended?', and 'What was your High School mascot?'. There are 'Clear' and 'Save' buttons at the bottom right.

Establish Security Questions

Use the pull-down menus to select a security question and provide the answer to the question in the field below. These will be used to verify your identity in case you need to reset your password.

Tell Us About Yourself

Provide your home or business address under the **Add Address** button. Remember to mark all required fields marked with a red asterisk.

When you're done, click **Confirm** to validate your address using a map. Confirm the location of your address or move a pin on a map to adjust the location, if necessary. Click **SAVE** when you're done.

Use the **Add Email** and **Add Phone** buttons to add or change your email and phone number.

When you're finished, click **Continue**.

The image shows two overlapping screenshots of the Blackboard MyConnect 'Tell Us About Yourself' section. The top screenshot is the main form with tabs for 'Tell Us About Yourself', 'Set Your Subscriptions', and 'Set Your Preferences'. It prompts the user to 'To receive important notifications, please register your contact information.' and includes buttons for 'Add Address', 'Add Email', and 'Add Phone'. Below these is a form for address verification with fields for 'Address Type' (set to 'Home'), 'Country' (set to 'United States'), 'Address Line 1', 'Address Line 2', 'City', 'County', 'State', and 'Zip Code'. Some fields have a red asterisk indicating they are required. The bottom screenshot is a map view titled 'Verify Your Address' showing a map of San Francisco with a red pin. It prompts the user to 'Verify your selected address on the map. You may also drag the pin to approximate your location, or pick a suggested address from the dropdown list.' The 'Selected address' dropdown shows '40 Gold Street, San Francisco, CA 94123, San Francisco'. At the bottom are 'Cancel', 'Back', and 'Save' buttons.

Set Your Subscriptions

Use the checkboxes to subscribe to the message topics that are available on your screen. You can subscribe to more than one message, however, you cannot opt-out of receiving Emergency Messages.

Check the box next to each notification you would like to receive.

[Expand All](#) | [Collapse All](#)

CONNECT 5.0 TEST TRAINING (ED)

- ☒ Emergency
- ☒ Attendance
- ☒ Outreach
- ☐ Basketball
- ☐ Early Release Information
- ☐ Event Reminders
- ☐ Monday Training Group
- ☐ Volunteer Opportunities

Set Your Preferences

Tell us how you would like to receive your messages. Click the message topic you have subscribed to on the *Set Your Preferences* screen and use the checkboxes to indicate where whether you want your message sent to your email or to your phone by voice or SMS message.

For example, you can set your preferences to receive any emergency message as a phone call or SMS message and have Event Reminders sent to your email address.

Click **Save** when you're done.

Find Contact

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences




1

2

3

4

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

CONNECT 5.0 TEST TRAINING (ED)			
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outreach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Event Reminders

Upcoming Events at Connect 5 Test Training School

☒ All Voice

☐ All Email

☒ 000-000-0000

☒ bilshakes@mail...

Cancel

Save